

Procurement Modernization Commission

Workforce Workgroup Minutes

Thursday, August 11, 2016

2 PM - 4 PM

A. Participants:

Lorenzo Bellamy – Alexander & Cleaver, Blind Industries and Services of Maryland
Monica Best-James – Blind Industries and Services of Maryland
David Brinkley – Secretary, Department of Budget & Management
Sheryl Brissette Chapman – The National Center for Children and Families
Al Bullock – Department of Information Technology (DOIT)
Doug Carrey-Beaver – Office of Attorney General, DOIT
Gabriel Gnall – Board of Public Works
Rachel Hershey – Procurement Supervisor, DBM
Kevin Igoe – Department of Budget & Management
Herb Jordan – Governor’s Office of Minority Affairs
David Lasher – Department of Health and Mental Hygiene, DOIT
John Molnar – Integrity Consulting
Sheila McDonald – Executive Secretary, BPW
Suzette Moore – Assistant Secretary, Department of General Services
Pat Pscherer – Governor’s Office for Performance Improvement
Devan Perry – BPW
Eileen Straughan – Straughan Environmental, LLC
Jamie Tomaszewski – Chief of Procurement, DBM

B. Minutes:

1. The meeting commenced at 2 p.m. with introductions and updates on assigned action items from the 7/14/2016 Workgroup meeting and discussed other items as follows:

a. Salary and compensation: Review draft recommendations and make suggestions for additional information and edits.

DBM presented an initial draft of the salary and classifications recommendation that would standardize procurement classifications across all State agencies. Workgroup members discussed the level of education and experience presented in the recommendation as well as necessary edits to convey that the recommendation applies to all agencies. Discussion included whether the requirements would apply to individuals whose duties include procurement only on a part time basis, and whether the procurement functions of such individuals would eventually be transferred to a centralized procurement office in the event procurement functions are centralized.

The Workgroup also considered additional means of incentivizing and retaining talented procurement staff. As a result of the discussion, the Workforce Workgroup

will add to the recommendation the measure of reimbursing training and certification courses for procurement staff meeting certain conditions. It was agreed that DBM would update the recommendation to include reimbursement for training and certifications and circulate prior to review at the next Workforce Workgroup meeting.

- b. Website: Provide feedback and comments from the committee members testing of the mock-up eMM webpages. Discuss what should be included in the draft recommendation beyond the development of the website.**

DBM solicited final comments on the mock-up *eMaryland Marketplace* webpages and discussed the form of the recommendation as it related to the Executive Order. DBM in conjunction with the BPW accepted the task of drafting the recommendation language for review at the next Workforce Workgroup meeting.

- c. Procurement Manual and Best Practices: Finalize draft recommendation. Begin discussion of how to develop the Procurement Training after the manual is completed.**

The Workgroup then reviewed and discussed the draft recommendation regarding the development of a State procurement manual. Edits to be incorporated in the final recommendation included adding a definition of procurement manual that details the scope of its application, detailing how best procurement practices would be emphasized in the manual, adding recommended means of distributing the current version of the manual, and additional processes relating to the maintenance of the manual.

- d. Gap analysis, starting with a determination of factors affecting Maryland's procurement ranking in Governing Magazine article.**

This item was tabled until the next workgroup meeting.

- e. Review of draft recommendations, related comments, and information from the Workforce Workgroup in the Excel spreadsheet repository.**

The workgroup reviewed the collected comments and draft recommendations compiled to date in the Excel spreadsheet repository. Additional comments and updated drafts will be added to the spreadsheet on an ongoing basis.

2. The meeting continued with a suggestion that the full Procurement Modernization Committee review all recommendations submitted by the workgroups collectively in an all-day, professionally-facilitated meeting to ensure a comprehensive, coordinated review of all the workgroup recommendations and their relation to each other to assist with compilation of the Commission's final report. Upon the workgroup's recognition of the merits of the suggestion, it was determined that Secretary Brinkley would propose a facilitated meeting following submission of the recommendations to the Lieutenant Governor. The meeting

concluded with discussion of the Procurement Training recommendation, announcement of the next meeting, and determination and assignment of next steps as follows (*parties assigned*):

- a. Salary and compensation: Revise recommendation to include added incentive/retention mechanism of paid training and certification classes (*DBM*);
- b. Website: Draft recommendation regarding eMM webpages as it relates to providing businesses with self-directed training modules on bidding for State contracts (*DBM and BPW*);
- c. Procurement Manual and Best Practices: Finalize draft recommendation related to Procurement Manual (*DBM, BPW, Eileen Straughan and David Lasher*).
- d. Training: Write draft recommendation on training methods to present at next Workforce Workgroup meeting (*DBM*).
- e. (Tabled from 6/1/2016 meeting) Gap analysis: Follow-up with Governing magazine contacts to determine factors affecting Maryland's procurement ranking in the *Governing* magazine article "Purchase Power" by Liz Farmer (*Merril Oliver*).
- f. Recommend to Lieutenant Governor the need for a professionally facilitated meeting to review all workgroup recommendations (*DBM*).

C. Next Meeting

- a. Thursday, August 25, 2016, 10 a.m.
- b. DBM, 45 Calvert Street, Room 158, Annapolis, MD 21401